

U.S. MISSION, PAKISTAN – PESHAWAR CONSULATE

VACANCY ANNOUNCEMENT NUMBER: 12-173

OPEN TO: In-House Candidates Only **OPENING DATE:** October 22, 2012
POSITION: **Guard (Receptionist)**, FSN-4, FP-AA* **CLOSING DATE:** November 04, 2012
POSITION NO: P-56856, P-56117 & P-56119 (**Three Positions**)
WORK HOURS: Full-time; 40 hours/week
SALARY: *Not-Ordinarily Resident: US\$24,518 p.a. (Starting salary)
(Position Grade: FP-AA to be confirmed by Washington)
*Ordinarily Resident: Rs.470,075 p.a. (Starting salary)
(Position Grade: FSN-4)

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST BE HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Consulate in Peshawar is seeking individuals for the multiple positions of Guard (Receptionist) in the Regional Security Office.

BASIC FUNCTION OF POSITION:

Incumbent provides receptionist services, to include after hours telephone answering, pedestrian and vehicle access control, and management of radio systems to the Consulate compound. Performs other related duties as assigned by the supervisor.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

QUALIFICATIONS REQUIRED:

NOTE: *All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.*

1. **EDUCATION:** Completion of ten years of education is required.
2. **EXPERIENCE:** One year of security related experience is required.
3. **LANGUAGE:** Level III (good working knowledge) Reading/Writing/Speaking of English, Urdu and Pashto is required. This may be tested.
4. **KNOWLEDGE:** Incumbent must have good knowledge of access control and general office operations.
5. **ABILITIES & SKILLS:** Must be able to operate telephone, radio and x-ray machine. Basic computer skills (MS Office Suite) are required. This may be tested.

SELECTION PROCESS:

When equally qualified, U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Applicants for the position must meet the required qualifications as advertised in the vacancy announcement.
5. Current employees who have voluntarily reassigned/promoted from one position to another are not eligible to apply for six months from the effective date of the reassignment/promotion.
6. Current employees who have received any job-related training are not eligible to apply in another section/agency for six months from the effective date of the training.
7. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission, Pakistan and, if so, in which section.
8. U. S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employments clearances (if selected) or relocating for joining.

TO APPLY:

Interested applicants must submit their duly completed [DS-174](#) (Application for Employment as LE Staff).

Application should be forwarded on the following mailing address and should clearly mark the position title or/and vacancy announcement number they are applying for on the envelope.

Applications can also be submitted by email at PakJobs@state.gov. While submitting through email, the Vacancy Announcement Number (e.g. 12-173) must be mentioned in the subject line.

SUBMIT COMPLETED DS-174 TO:

**Human Resources Office, U.S. Embassy Islamabad
P.O. Box 1048, GPO, Islamabad.**

Incomplete and submissions after closing date will not be considered. Please do not include your documents with the application. Only short listed candidates will be contacted for their test/interview. To see all advertised positions, please visit Embassy website http://islamabad.usembassy.gov/employment_opportunities.html.

DEFINITIONS:

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are U.S. citizen EFM's (Eligible Family Members) and family members of United States Government personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: November 04, 2012

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.